



## **CEPF Caribbean islands Biodiversity Hotspot Mid-term evaluation**

### **Concept note**

#### **1. Background**

The Critical Ecosystem Partnership Fund (CEPF) Caribbean programme provides grants to civil society organisations to help protect the Caribbean biodiversity hotspot. A fundamental goal is to ensure civil society plays a critical role in achieving biodiversity conservation. Countries eligible for CEPF support in the region are: Antigua and Barbuda, Barbados, Bahamas, Dominica, Dominican Republic, Grenada, Haiti, Jamaica, Saint Lucia, St. Kitts & Nevis and St. Vincent and the Grenadines.

CEPF's five year strategy (2010-2015) for the Caribbean is outlined in the Ecosystem Profile. Five strategic directions were identified, covering 45 key biodiversity areas (KBAs) and six conservation corridors throughout 11 countries that are eligible for CEPF support in the region. The Logical Framework for the project lays out long and short term impacts and milestones under each specific objective.

A mid-term evaluation of implementation of the CEPF strategy in the Caribbean is required. This concept lays out a concept for conduct of the mid-term evaluation by the RIT in collaboration with the CEPF Secretariat. The results of this mid-term evaluation consultation process will be used as input into the final mid-term assessment report of CEPF in the Caribbean, which will be prepared by the CEPF Secretariat.

Facilitation of the mid-term evaluation process and the final report produced will be guided by specific information needs provided by the CEPF Secretariat and the information required to produce the CEPF Secretariat-authored final report.

#### **2. Objectives**

The objectives of the CEPF mid-term evaluation, focusing on both accountability and learning, are to:

- facilitate networking for knowledge sharing, enhanced coordination and collaboration among CEPF grantees;
- evaluate progress on achievement of CEPF Caribbean programme results at all levels – outputs (products/deliverables), outcomes and impacts;
- build awareness and commitment of CEPF grantees, synergies and coordination;
- develop recommendations on strategies to achieve all results by the end of the programme;

- map relevant initiatives, funding development, synergies, etc;
- identify unexpected positive and negative impacts of CEPF in the Caribbean;
- analyse lessons learnt on process of planning and implementation;
- develop recommendations for improvement of the process.

### 3. Timing

The timing for the mid-term evaluation is May – September 2013, with the regional workshop to be held in July, tentatively July 10<sup>th</sup> – 12<sup>th</sup>, 2013.

### 4. Evaluation frameworks

The mid-term evaluation will be implemented by CANARI, using three complementary evaluation frameworks.

1. Logical framework of results
2. Outcome mapping of changes in behaviours and relationships
3. Most Significant Change

Evaluation of results outlined in the CEPF logical framework will be conducted. This will be complemented by evaluation of progress towards achievement of desired behaviours of and relationships among the key target audiences for CEPF. Further, the most significant change achieved by CEPF in the view of key stakeholders will be identified, in order to capture priority results as well as unanticipated results.

### 5. Methodology

Several evaluation tools will be used. Phase 1 will reach out to key stakeholders (applicants, grantees, RACC, partners and donors) to identify results and lessons. These will be compiled in a draft report for analysis at a regional workshop held in Phase 2. Phase 3 will involve final reporting, feedback and communication of the results of the evaluation.

#### Phase 1: Initial evaluation [desk review, survey, interviews, focus groups]

Five methods will be used to engage key stakeholders in a broad participatory evaluation. The results of each method will be documented in a report. All results will be compiled in a draft report for presentation and discussion at the regional workshop in Phase 2.

- a. **Desk review of key reports:** A desk review will be conducted by the RIT, drawing from the existing 6-month progress reports submitted by the RIT and other RIT and Secretariat reports.
- b. **A written survey of key stakeholders using Survey Monkey:** This survey will be developed and administered by the RIT. It will target CEPF applicants and grantees, GEF focal points and key government partners in the project countries, RACC members, and key donors and technical partners conducting biodiversity conservation initiatives in the Caribbean.
- c. **Interviews with RACC members and mentors:** The RIT will conduct telephone/skype semi-structured interviews with RACC members and mentors to elicit additional information on key achievements, lessons and recommendations for the way forward.
- d. **Interviews with Grantees:** The RIT will conduct telephone/skype semi-structured interviews with selected grantees (including those based abroad who will not be able to participate in the focus group meetings or regional workshop) to elicit additional information on key achievements, lessons and recommendations for the way forward.

- e. **Focus group sessions with grantees and key partners:** Focus groups will be held in Jamaica, Haiti and the Dominican Republic and facilitated by the RIT Country Coordinators. These will bring together CEPF applicants, grantees, the GEF focal point and key government agencies, donors, RACC members, and mentors. The focus group will facilitate sharing and analysis at the project and national level on results and lessons. National focus group participants will identify grantees to participate in the regional workshop.

## Phase 2: Validation and participatory analysis [regional evaluation workshop]

The results and lessons identified in Phase 1 will be collated in a draft report for discussion and analysis by a representative grouping of key stakeholders participating in a 3-day regional workshop (tentatively July 10-12, 2013).

### Objectives:

- i. showcase and facilitate information sharing about CEPF projects;
- ii. facilitate networking among CEPF grantees and with their partners;
- iii. present, review and validate the results from the first four evaluation tools and capture additional results and lessons;
- iv. plan strategies and priorities for CEPF moving forward;
- v. identify synergies and potential for collaboration with other donors and related initiatives.

### Participants:

- RIT staff
- CEPF Secretariat
- CEPF grantees
- GEF focal point and other key government partners in country
- RACC members and mentors in country
- Partners and donors\* (TBD)

\*Partners and donors will be invited at their own expense to attend to learn about CEPF projects, to observe the final results and lessons and to participate in mapping of protected area initiatives in the Caribbean and analysis of key strategies for CEPF moving forward and opportunities for synergies and collaboration. Invitees will include:

- Partners implementing protected area initiatives
- Donors: CEPF donors, others TBD
- Key regional and international stakeholders in biodiversity conservation

### Tentative agenda:

Day 1:	<ul style="list-style-type: none"> <li>• Introduction to CEPF, overview of the CEPF Caribbean portfolio</li> <li>• Presentations by grantees of projects being implemented by CEPF</li> </ul>
Day 2:	<ul style="list-style-type: none"> <li>• Review of the CEPF evaluation results (draft report) from the five evaluation tools implemented in Phase 1 and identification of additional results and lessons</li> </ul>
Day 3:	<ul style="list-style-type: none"> <li>• Final analysis of results and lessons</li> <li>• Mapping of protected area initiatives in the Caribbean and analysis of key strategies for CEPF moving forward and opportunities for synergies and collaboration</li> </ul>

### **Phase 3: Reporting and feedback**

A report of the regional evaluation workshop – including key findings on results, lessons and recommendations – will be written and submitted to the CEPF Secretariat within one month of the regional meeting. The Secretariat will use this report to prepare the final evaluation report.

All reports will be disseminated by the RIT to participants and other key stakeholders identified in the CEPF Caribbean Communication Plan drafted by the RIT. A 10-12 page summary report will be translated into Spanish and French.

## **6. Roles and responsibilities**

The CEPF Secretariat will:

- Provide details on information needs from the mid-term evaluation
- Identify key partners to be invited to participate in the process
- Participate in the regional evaluation workshop and potentially national focus group meetings
- Write the final mid-term evaluation report
- Conduct graphic design of final reports

The RIT will:

- Lead on design and facilitation of the evaluation process
- Mobilise key stakeholders to participate
- Be responsible for logistical arrangements, either directly or through sub-contracting a local host
- Draft reports of all evaluation processes in Phase 1 and compile a draft report for discussion at the regional evaluation workshop
- Draft a report of the regional evaluation workshop, with final recommendations on the content of the mid-term evaluation report in accordance with the Terms of Reference provided by the CEPF Secretariat at the start of the mid-term evaluation
- Prepare a summary report and translate into Spanish and French
- Disseminate all reports electronically, including the final evaluation report, to key stakeholders